

# Hanover Public Schools

**Matthew A. Ferron**  
*Superintendent of Schools*

**Deborah St. Ives**  
*Assistant Superintendent*



**Thomas R. Raab, Ed.D.**  
*Business Manager*

**Joan Woodward**  
*Director of Pupil Personnel Services*

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## TEACHERS' SICK LEAVE BANK NEW EMPLOYEE NON-PARTICIPATION FORM

To: New Teachers and Nurses  
From: Dr. Thomas Raab, Business Manager

Pursuant to Article XVI Leave Policy of the collective bargaining agreement between the Hanover Teachers Association and the Hanover School Committee, members of the Sick Leave Bank ("Bank") may draw on sick days from the Bank if they have exhausted their own sick leave, contingent on application to and approval from the Sick Leave Bank Committee.

Membership in the Bank is voluntary. All bargaining unit members have the opportunity not to join the Bank.

**If you wish not to join the Sick Leave Bank, you must sign and submit this form to the Superintendent's Office no later than thirty (30) school days following the first day of employment (for the 2015-2016 school year, by October 15, 2015.) If you submit this Non-Participation Form, you will not be permitted to join the Bank at any later time.**

In the alternative, if you wish to become a member of the Bank, simply do not submit any form to the Superintendent's Office. Unless this Non-Participation Form is received by the date designated above, you will automatically become a member of the Bank. As a new member of the Bank, one of your personal sick days from this year will be donated for deposit into the Bank. In addition, whenever the total days in the Bank fall below 600, you will be required to donate one additional day in order to retain your membership in the Bank.

\_\_\_\_\_ **I DO NOT wish** to donate one of my sick days for deposit into the Teachers' Sick Leave Bank. I understand in choosing not to make a deposit, I am declining my only opportunity to become a member of the Bank and I will not be permitted to join at a later time.

Date: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

**Return this form to:**  
**Human Resources**  
**188 Broadway**  
**Hanover, MA 02339**

188 Broadway, Hanover, MA 02339 • [www.hanoverschools.org](http://www.hanoverschools.org) • Telephone (781) 878-0786 • Facsimile (781) 871-3374

*The mission of the Hanover Public Schools is to guide every student to thrive in a global society.*